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27 January 1970

MEMORANDUM FOR: Deputy Chief, SSS

THROUGH : Chief, Records Administration Branch✓

SUBJECT : Report of Vital Records Activity

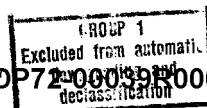
25X1 This report and attached statistical Compilation reflects pertinent facts in regard to the current Vital Records activity of each Agency component. [ ] of the Agency Office of Emergency Planning and Archives and Records Center, were very helpful in obtaining information used in compiling this report.

It is to be pointed out that this is not to be interpreted as an in depth report. To conduct an in depth study would require at least a month and involve all Records Officers. However, we did single out 4 offices (Finance, ONE, TSD, and OCS) for a more thorough study than the cursory review made of the remaining majority of Agency offices.

This review provided us with the following general information:

- A. Number of Offices with Vital Records Deposit Schedules - 41  
or a statement to the effect that they did not have  
need for depositing Vital Records.
- B. Number of offices that deposited Vital Records during - 37  
1969.
- C. Number of offices that have revised their Vital - 6  
Records Schedules in 1969.
- D. Number of deposits in 1969. 1710
- E. Volume of records deposited in 1969 1042 (cu. ft.)
- F. Volume of records superseded (withdrawn, 1010 (cu. ft.)  
transferred or destroyed) in 1969
- G. Number of offices who have included their Records - 17  
Officers on the Relocation Force.

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In order that you may have a little better understanding of the above, I have included a statement elaborating on each of the points A thru G:

- A. Attempts have been made to have a Vital Records Schedule for each Agency office. In the event that the individual office did not feel that they had an Emergency mission to perform we then requested a statement to that effect. At the present time we have schedules from 42 offices and negative statements from 2 offices.
- B. This figure indicates that 37 of the 42 offices that have determined the need to deposit Vital Records, made deposits in 1969. Without conducting detailed item by item review it is impossible to know whether or not these 37 offices are 100% current. It is essential that a review be made of the remaining inactive 5 offices.
- C. This would lead one to think that this number of 6 offices is all too few. It could be and then again it may not be all alarming. The only way we can tell is to obtain information regarding changes or revisions to the specific Emergency Mission of each office. Without a clearly stated goal or objective we cannot expect Records Officers to select the essential records. We have always advocated at least an Annual review, but have also informed Records Officers to amend their schedules as soon as their requirements necessitate additions or deletions to their deposit schedules.
- D. This number indicates an active program. I have always felt that we have activity, but my main concern has been, do we have the correct records necessary to carry out our emergency assignments? Most of our Records Officers are 100% behind the Vital Records Program, but insist that they do not receive guidance from their E.P.O.
- E. A comparison of this item (Volume of records deposited) with the following item F (Volume of records superseded) indicates, records-wise at least, that we have a very active program. The basic ingredients for a good Vital Records Program are that the records be current and that they be protected as soon as generated. The fact that in 1969 we deposited over 1,000 cubic feet, and yet the volume on hand at end of 1969 showed an increase of only 32 cubic feet is indicative of a good program.
- F. This reflects the results of our updating process. During the year 1,010 cubic feet were replaced by more current records.

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- G. The actual number of Records Officers included on the Relocation Team surprised me. I had no idea that 17 offices had included their Records Officers. This must have occurred in the past couple of years because I checked with Mary before on this and only a few were included.

In addition to this general type review and, in accordance with your request we selected 4 offices in which we conducted a closer review which uncovered the following situations, some favorable, some questionable.

#### Office of National Estimates

A close review of the ONE depositing activity indicated that only 3 deposits of Vital Records were made in 1969. These deposits were made in February, June and October. Although these deposits included 147 different papers, reports, etc., our review showed that at least one item (Drafts of NIE's) were not deposited. I believe that it is necessary that ONE reexamine their Vital Records Schedule. It was last revised in 1961. The repository received only 3 specific categories of records while the schedule calls for the deposit of some 14 different categories.

#### Technical Services Division

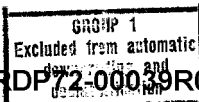
The TSD schedule lists 32 items. There were 12 deposits in 1969 all concerned with one item of the 32 listed items on the schedule. On 3 July 1969 TSD requested the return of their Vital Records Deposits. Ten of these 12 deposits were made subsequent to the July withdrawal. Because of the lack of their vital records and lack of operational equipment it would seem impossible that TSD could perform a vital mission.

#### Office of Finance

The Office of Finance has a very active Vital Records Program with deposits in some divisions being made at least every pay period (2 weeks). Concerning 2 items, one of the Compensation and Tax Division and one the Office of Finance itself, there were 29 and 33 deposits made in 1969. In all the Office of Finance deposited 497 items during the year.

Even with this activity, when we checked each scheduled item with the actual deposits, we found that there were no deposits made of some of the scheduled items. It is possible that some of these are no longer prepared or they are no longer considered Vital. In either event, it is evident that the schedule must be revised or the division responsible for depositing these must correct this deficiency.

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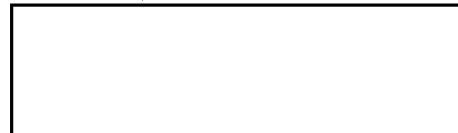
Office of Computer Services

The Office of Computer Services has 5 items on their Vital Records Schedule. During the entire calendar year 1969 they made only one deposit. This was a replacement to the OCS Procedures Manual. The remaining 283 cubic feet of vital records were deposited prior to 1969. I feel that OCS should be depositing back-up tapes to their various computer reels. We have discussed this with them several times, but they favored retaining their back-up reel at Headquarters. This is extremely precarious as was vividly pointed out by the experience of the Air Force when they suffered the loss of Tapes in a serious Pentagon fire.

I feel that before we take corrective action we should request that the Scope of our total Emergency Program be amended in order that it will be well defined, realistic, approved by the Director and understood by all Agency Emergency Planners. With his approval, we will then be able to cite the necessary authority which is essential if we expect to receive effective compliance.

In addition to establishing the Scope of our emergency program we must enumerate the type of emergencies we must protect against and finally determine how much "insurance" we will need. Once the Scope, eventualities and degree of protection are defined, we should then perform an in depth review of the Vital Records Schedules and depositing activity of each of the 42 offices, evaluate our findings and implement the type program that will assure us of adequate protection.

One of the greatest threats to Records is Fire. Many industrial Records Protection programs came into being because of case studies that told of disastrous losses due to fires, floods, hurricane, etc. Statisticians tell us that 43% of all businesses that lose their records due to fire go out of business within six months after the loss of their records. We cannot take this chance with our records. We must maintain an effective Records protective program.



Records Management Officer

Attachment:  
Chart

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